



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DINING ROOM SUPERVISOR

Job Number: 20000519

Job Code: 13180V000101

Job Group: 1300 - FOODS AND DIETETIC

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 09 Salary (MIN - MID):

\$11,224-\$14,869 - Hourly

\$1,823.90-\$2,416.22 - 37.5 Hr. Monthly Salary

\$1,945.50-\$2,577.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises all dining room personnel in maintaining a commercial, hospital, or facility dining room; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years of food service experience in any of the following areas: full-service restaurant, state resort park, hospital or commercial dining room.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Food service experience in any of the following areas will substitute for the education on year for year basis: full service restaurant, state resort park, hospital, or commercial dining room.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises dining room personnel to include hostess cashiers, waitresses and busboys. Prepares work schedules, maintains time and attendance reports and trains new personnel. Greets guests. Maintains cleanliness of all areas within the dining room. Arranges tables to accommodate groups. Maintains records such as labor costs and time and attendance reports, supplies and equipment inventories, daily receipts, ticket logs, party sheets, etc. Inspects menus for cleanliness and typographical errors on flyers.

UNIQUE PHYSICAL REQUIREMENTS:

May guide guest to tables and move around dining room to ensure cleanliness and gauge quality of service.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Works in dining room setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.